



# Town of Southern Shores

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## Resolution 2010-03-01

### **RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHERN SHORES, NORTH CAROLINA ESTABLISHING A POLICY FOR PREPARING, APPROVING AND MAINTAINING GENERAL ACCOUNTS AND MINUTES OF CLOSED SESSIONS**

**WHEREAS**, the Town Council of the Town of Southern Shores is required by the North Carolina General Statutes to keep a general account and minutes of its closed sessions; and

**WHEREAS**, the Town Council of the Town of Southern Shores must occasionally consider the draft minutes of its closed sessions and vote on the approval of the same.

**NOW, THEREFORE BE IT RESOLVED**, the Town Council hereby adopts the following policy with regard to preparation and maintenance of the general accounts and minutes of closed sessions of the Town Council:

1. All draft and approved general accounts and minutes of past, present and future closed sessions of the Town Council are hereby sealed unless or until affirmatively unsealed by majority vote of the Town Council. This provision shall include, but not be in any way limited to, notes taken, documents and materials considered, recordings made and resolutions adopted during the closed session. All draft and approved general accounts and minutes of closed sessions of the Town Council which have previously been released or unsealed by affirmative vote of a majority of the Town Council shall remain released or unsealed unless a majority of the Town Council votes to seal any such general account or minutes.
2. Unless absent due to illness or previously planned vacation or pursuant to an affirmative vote of a majority of the Town Council, the Town Clerk shall attend all closed sessions of the Town Council. The Town Clerk shall prepare a draft of the general account and minutes of each closed session for subsequent review by the Town Council. In the absence of the Town Clerk, the Town Manager shall prepare the draft general account and minutes of the closed session. If neither the Town Clerk nor the Town Manager attends a closed session the Mayor or the Town Council by majority vote shall appoint a member of the Town Council to prepare the draft general account and minutes of the closed session.
3. To the extent possible a separate general account and minutes of each portion of a closed session which can be associated with a separate purpose shall be prepared.
4. The draft general account and minutes of each closed session shall be prepared within thirty (30) days of the closed session to which they apply. The draft general account and minutes of each closed session shall be submitted for approval of the Town Council at the earlier of (1) the first scheduled closed session held after they have been prepared;


or (2) a closed session specifically held for such purpose at the first Town Council meeting greater than ninety (90) days after the closed session to which they apply. The Town Clerk shall ensure that general accounts and minutes of closed sessions are considered as required herein.

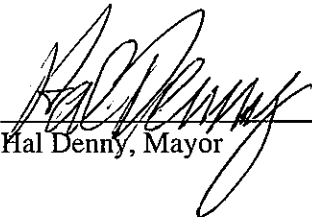
5. The Town Clerk shall keep a running list of the draft and approved general accounts and minutes of all closed sessions of the Town Council denoting the following:
  - a. Whether each is draft or approved;
  - b. Whether each is sealed, unsealed or partially unsealed;
  - c. The general purpose of the closed session; and
  - d. Whether each shall be permanently sealed.
6. At each closed session where draft general accounts and minutes are to be submitted to the Town Council for approval, the Town Clerk shall submit the list of draft and approved general accounts and minutes of closed sessions to the Town Council for consideration of whether or not any sealed general accounts and minutes should be unsealed or partially unsealed and whether or not any general accounts and minutes should be permanently sealed. The Town Council shall also perform such consideration at its first regular meeting in January and at its last regular meeting before any scheduled election. The Town Clerk shall prepare a draft resolution of action to be taken for the Town Council's consideration.
7. If any word, phrase, language, section or other portions of this policy are held invalid by a court of competent jurisdiction, then all remaining words, phrases, language, sections or other portions of this policy shall remain in full force and effect.
8. Any and all other policies previously adopted by the Town which are inconsistent with this policy are hereby revoked.

Adopted this 2nd day of March, 2010.



Attest:

  
Carrie Gordin, Town Clerk

  
Hal Denny, Mayor